

WELCOME!

**CAPITAL IMPROVEMENT PROJECT
APPLICATION WORKSHOP
FY 2017**

**Department of Education
and Early Development**

Presentation Overview

- ◎ Grant Application Process
 - ◎ Debt Application Process
 - ◎ CIP Overview and Eligibility
 - ◎ CIP Application Support
 - ◎ Application Changes for FY 2017
 - ◎ Application

Grant Application Process

- ▶ Each year the department accepts applications for grant funding for school construction and major maintenance projects;
- ▶ This year the applications will need to be postmarked by September 1st or hand delivered to the School Facilities office by September 1st;
- ▶ A panel of department reviewers will score each application;
- ▶ The school construction and major maintenance priority lists will be developed from the scored applications.

Grant Application Process

- ▶ Regulation allows districts to reuse an “application and its score for **one** year after the original application was filed.”
 - Note for FY17: The BR&GR Committee adopted a significantly different application for FY17. Changes will result in a modification in a reused score in the Condition Survey/Facility Appraisal, Planning/Design, and Alternative Facilities (for Major Maintenance projects) categories.
- ▶ An inflation factor may be added by the department for reuse projects [4 AAC 31.021(f)]. For the FY2017 application, there is a 0% inflation factor.
- ▶ If planning to reuse, contact the department for a reuse template letter.

Presentation Overview

- ◉ Grant Application Process
- ◉ **Debt Application Process**
- ◉ CIP Overview and Eligibility
- ◉ CIP Application Support
- ◉ Application Changes for FY 2016
- ◉ Application

Debt Application Process

- ▶ The debt reimbursement program has been suspended by SB64 until July 1, 2020.
- ▶ Voter approved projects after July 1, 2020 will be reviewed for eligibility at one of two reimbursement levels: 50% or 40%.

Presentation Overview

- ◉ Grant Application Process
- ◉ Debt Application Process
- ◉ **CIP Overview and Eligibility**
- ◉ CIP Application Support
- ◉ Application changes for FY 2017
- ◉ Application

CIP Overview

- ▶ Why have a Capital Improvement Project (CIP) process?
 - Required by statute;
 - Provides a tool for the department to annually prioritize educational facility needs statewide;
 - Provides a basis for the Governor and Legislature to prioritize funding for school construction and major maintenance capital projects.

CIP Overview

- ▶ Who Should Apply?
 - School districts desiring to participate in the state grant program
 - School districts with projects that fit the statutorily allowed categories

District Eligibility Requirements

- ▶ Six-year capital improvement plan;
- ▶ Functioning fixed asset inventory;
- ▶ Proof of replacement cost property insurance;
- ▶ Compliant PM and facility management program;
- ▶ Adequate documentation;
- ▶ Other required items.

District Eligibility

Six-Year Plan

► Six-Year Plan

- Six-year plan needs to be approved by the school board;
- Required for both Grant and Debt applications;
- Consider the district's capital improvement needs over the entire six-year period.

District Eligibility FAIS

- ▶ Fixed Asset Inventory System
 - On-site verification of the FAIS is performed in conjunction with the department's periodic district PM visits;
 - The department will verify existence and use of the FAIS.



District Eligibility PM Program

- ▶ Preventive Maintenance & Facility Management
 - Must be certified by DEED (4 AAC 31.013)
 - Maintenance management;
 - Energy management;
 - Custodial care;
 - Maintenance training program;
 - Renewal and replacement schedules.

District Eligibility PM Program

- ▶ PM/Facility Management (cont.)
 - By June 1, department provides initial notice regarding compliance (web posting & certified mail);
 - Until August 1, districts not in full compliance may submit evidence;
 - By August 15, department will provide its final determination;
 - Applications will not be accepted if non-compliant.

Project Eligibility

Adequate Documentation

- ▶ Documentation supporting the project
 - All applications need to include
 - appropriate project title;
 - detailed project scope;
 - cost estimate;
 - Projects that add or replace space must provide documentation of space eligibility.

Project Eligibility

Other Items

- ▶ Proof of capital project
 - Project needs to be a capital project and not preventive maintenance, routine maintenance, or custodial care [AS 14.11.011 (b)(3)];
- ▶ Must be education-related, not housing;
- ▶ Must be a project, not a study.

Presentation Overview

- ◉ Grant Application Process
- ◉ Debt Application Process
- ◉ CIP Overview and Eligibility
- ◉ **CIP Application Support**
- ◉ Application Changes for FY2017
- ◉ Application

Application Support

- ▶ **Instructions**
- ▶ Guidelines for Raters
- ▶ Rating Forms

- ▶ Available on website at:
education.alaska.gov/facilities/FacilitiesCIP.html

- ▶ Contact Facilities Staff with questions



Instructions for completing the
Application for Funding
for a
Capital Improvement Project

FY2017

*These instructions support AKEED Form #05-15-020
Application for Funding Capital Improvement Project by Grant or State Aid for Debt Retirement.*

PREPARING AND SUBMITTING THIS APPLICATION:

Answer all questions: Each question on the application form must be answered in order for the application to be considered complete. **Only complete applications will be accepted. Incomplete applications will be considered ineligible and returned unranked.** If a question is not applicable, please note as NA. The department has the authority to reject applications due to incomplete information or documentation provided by the district. The grant application deadline is September 1st (postmarked or shipped on or before September 1st is acceptable).

Project name to be accurate and consistent: The project name on the first page of the application should be consistent with project titles approved by the district school board and submitted with the six-year Capital Improvement Plan (CIP). The project name should begin with the name of the school and type of school (ex: K-12). Multi-school projects should list the schools that are part of the scope unless the work is districtwide at most or all school sites in the district.

Limited to ten applications: The department will only score up to ten individual project applications from each district during a single rating period. In addition, a district can submit a letter to request reuse of an application's score for one year after the application was filed.

The department may adjust parts of the application: Project scope and budget may be altered based on the department's review and evaluation of the application. The department will correct errors noted in the application and make necessary increases or decreases to the project budget. The department may decrease the project scope, but will not increase the project scope beyond that requested in the original application submitted by the September 1st deadline.

CERTIFICATION:

Authorizing signature: The application must be signed by the appropriate official. Unsigned applications cannot be accepted for ranking.

Application packages should be submitted to:
Alaska Department of Education & Early Development
Division of School Finance, Facilities
801 W. 10th Street, Suite 200
P.O. Box 110500
Juneau, AK 99811-0500

For further information contact:
School Facilities Manager

Instructions

- ▶ FY17 CIP Instructions revised to include additional explanations and clarity.
- ▶ Correspond with application sections and questions.

Application Support

- ▶ Instructions
- ▶ Guidelines for Raters
- ▶ Rating Forms

- ▶ Available on website at:
education.alaska.gov/facilities/FacilitiesCIP.html

- ▶ Contact Facilities Staff with questions



Guidelines for Raters of the CIP Application

Introduction

The Department of Education & Early Development is charged with the task of compiling a prioritized list of projects to be used in preparing a six-year capital plan for submittal to the governor and the legislature (AS 14.11.013(a)(3)). The criteria for accomplishing the priorities are established in statute (AS 14.11.013(B)) and are awarded points based on a scoring system developed by the Bond Reimbursement and Grant Review Committee under its statutorily imposed mandate (AS 14.11.014(b)(6)).

The guidelines provided here are to assure that raters are using a common set of terms and standards when awarding points for the evaluative scoring criteria.

Basis for Rating Applications

The following positions will define the base philosophy for rating applications.

Since districts are required to submit a request for a capital project no later than September 1 of the year preceding the fiscal year for which they are applying, no rater shall review, rank, or give feedback regarding scoring a project prior to this deadline.

Applications will be ranked based on the information submitted with the application, or applicants may use information submitted to the department in support of a project, provided the submission occurs on or before September 1 and is identified as an attachment to an application. Each rater shall arrive at the initial ranking of each project independently. Raters will be expected to go through each application question by question. They will also review all attachments for content, completeness, and bearing on each scoring element. Consistency in scores from year-to-year shall be considered. It is expected that projects will demonstrate different levels of completeness in descriptions and detail depending on the stage of project development.

Projects are prioritized in two lists, the School Construction List and the Major Maintenance List, and reflect the two statutory funds established for education capital projects. Under the definitions provided in statute and regulation, projects which add space to a facility are classed as School Construction projects and must fall in categories A, B, F, or G. Major maintenance projects (categories C, D, and E) may not include additional space for unhoused students. Only projects in which the primary purpose is Protection of Structure, Code Compliance, or Achieve an Operating Cost Savings, where the work includes renewal, replacement, or consolidation of existing building systems or components, should be considered as maintenance projects.

Each rater should have an eligibility checklist available during rating. Eligibility items A, F, G, I, J, L, and N will be evaluated by each rater. Other eligibility items will be the responsibility of support team members doing data input and capacity/allowable calculations. Discussion regarding project eligibility should be brought to the attention of the rating team as soon as it becomes an issue in one person's mind.

Rev. 09/2014

Guidelines for Raters

- ▶ Assures that raters are using a common set of terms and standards when awarding points;
 - ▶ Significantly revised to include expanded scoring matrices and guidelines;
 - ▶ Corresponds with application sections and questions.
-
- ▶ Will be covered in depth during Scoring Presentation.

Application Support

- ▶ Instructions
- ▶ Guidelines for Raters
- ▶ **Rating Forms**

- ▶ Available on website at:
education.alaska.gov/facilities/FacilitiesCIP.html

- ▶ Contact Facilities Staff with questions

**Alaska Department of Education & Early Development
Capital Improvement Project Application
Formula-Driven Rating Form**

Adopted by the Bond Reimbursement and Grant Review Committee

School District _____ Date _____
 School Name _____
 Project Title _____
 Fund _____ Category _____
 Phase _____ Maximum Points _____

| Max Points | | School Construction A, B, F | Major Maintenance C, D, E |
|------------|---|--------------------------------|------------------------------|
| 10 | 1. Condition/Component Survey (Question 6a) Condition survey = 0, 3, 5, 8, or 10 points | | |
| 30 | 2. District ranking (Question 3a) Project #1 request = 30 points, #2 = 27 points, #3 = 24 points, Each additional project 3 points less | | |
| 30 | 3. Weighted average age of facility (Question 3b) A. 0-10 years = 0 points B. > 10 ≤ 20 years = .5 / year in excess of 10 years C. > 20 ≤ 30 years = 5 + .75 per year in excess of 20 years D. > 30 ≤ 40 years = 12.5 + 1.75 per year in excess of 30 years E. > 40 years = 30 points | | |
| 30 | 4. Previous AS 14.11 funding for this project (Questions 8e & 7a) Previous funding = 30 points No previous funding = 0 points | | |
| 25 | 5. Planning & design phase has been completed (Question 6b-6e and Appendix B) A. All required elements of planning = 10 points B. All elements planning + required elements of schematic design = 20 points C. All elements of planning and schematics + required elements of design development = 25 points | | |
| 50 | 6. Unhoused students today (Questions 5a-5g) A. 100 % of capacity = 0 points B. > 100% of capacity = One point for each 3% of excess capacity C. 250 % of capacity = 50 points | | N/A |
| 30 | 7. Unhoused students in seven years (5 year Post-occupancy) (Questions 5a-5g) A. 100 % of capacity = 0 points B. > 100% of capacity = One point for each 5% of excess capacity C. 250 % of capacity = 30 points | | N/A |
| 30 | 8. Type of space added or improved (Question 5i) A. Instructional or resource 30 points B. Support teaching 25 points C. Food service, recreational, and general support 15 points D. Supplemental 10 points | | N/A |

Page 1 of 2

Formula-Driven Rating Form (continued)

| Max Points | | School Construction A, B, F | Major Maintenance C, D, E |
|------------|---|--------------------------------|------------------------------|
| 30 | 9. Preventive Maintenance (Question 9) A. Maintenance Management Program 1. Detailed summary reports of maintenance labor parameters 15 points 2. Detailed summary reports of PM/corrective maintenance parameters 10 points 3. The 5-year average expenditure for maintenance divided by the 5-year average insured replacement value, district wide 5 points If % ≤ 4, then (% x 1.25) If % > 4, then 5 | | |
| 265 | Total Points | | |

Page 2 of 2

**Alaska Department of Education & Early Development
Capital Improvement Project Application
Evaluative Rating Form**

Adopted by the Bond Reimbursement and Grant Review Committee

School District _____
 School Name _____
 Project Title _____
 Fund _____ Category _____
 Phase _____ Maximum Points _____
 Rater _____ Date _____

Note: Points for elements two through eight will be weighted to apply to each specific category of a mixed-scope project.

| Max Points | | School Construction A, B, F | Major Maintenance C, D, E |
|------------|---|--------------------------------|------------------------------|
| 25 | 1. Effectiveness of preventive maintenance program (Question 9) A. Maintenance Management Narrative = 5 points maximum B. Energy Management Narrative = 5 points maximum C. Custodial Narrative = 5 points maximum D. Maintenance Training Narrative = 5 points maximum E. Capital Planning Narrative = 5 points maximum | | |
| 50 | 2. Emergency conditions (Question 8a) Did application check "yes"? <input type="checkbox"/> Did discussion support emergency status? <input type="checkbox"/> | | |
| 50 | 3. Seriousness of life/safety and code conditions (Question 4a) | | |
| 40 | 4. Existing space fails to meet or inadequately serves existing or proposed elementary or secondary programs (Question 8b) A. Mandated Program = 40 points maximum B. Existing local program = 20 points maximum C. New approved local program = 20 points maximum | | |
| 30 | 5. Reasonableness & completeness of cost or cost estimate (Question 7a) | | |
| 30 | 6. Relationship of the project cost to the annual operational cost savings (Question 8d) | | |
| 5 | 7. Thoroughness in considering use of alternative facilities to meet the needs of the project (Question 5g) | | N/A |
| 25 | 8. Thoroughness in considering a full range of options for the project (Question 8e) | | |
| 255 | Total Points | | |

Rating Forms

- ▶ At-a-glance identification of evaluative and formula-driven question scoring;
- ▶ Identifies scoring differences between school construction and major maintenance projects.
- ▶ Will be covered in-depth in Scoring Presentation.

Presentation Overview

- ◉ Grant Application Process
- ◉ Debt Application Process
- ◉ CIP Overview and Eligibility
- ◉ CIP Application Support
- ◉ **Application Changes for FY 2017**
- ◉ Application

Changes in Brief for FY 2017

- ▶ Question reorganization;
- ▶ Separation of questions involving project description and code conditions/protection of structure/life safety;
- ▶ Facility appraisals are optional and not scored;
- ▶ Points for condition surveys increased, surveys older than four years are now point eligible;
- ▶ Design development points are decreased;
- ▶ Alternative facilities question only scored for school construction projects;
- ▶ Additional clarifying instructions and more extensive rater's guidelines.

Presentation Overview

- ◉ Grant Application Process
- ◉ Debt Application Process
- ◉ CIP Overview and Eligibility
- ◉ CIP Application Support
- ◉ Application changes for FY 2017
- ◉ **Application**

Alaska Department of Education & Early Development



Application for Funding
Capital Improvement Project by Grant
or
State Aid for Debt Retirement

FY2017

PREPARING AND SUBMITTING THIS APPLICATION

For each funding request, submit **one original and three complete copies of this application and two copies of each attachment**, it is helpful for one attachment copy to be provided in a portable document file (pdf) format. The grant application deadline is September 1st.

When answering application questions, provide verifiable supporting documentation. Answers that cannot be verified will be considered unsubstantiated and may result in the department finding the application ineligible due to incompleteness.

The department will only score ten project applications from each district during a single rating period. In addition, a district can submit a letter to request reuse of an application's score for one year after the application was filed.

For instructions on completing this application, please refer to the department's Capital Project Information and References website at:

<http://education.alaska.gov/facilities/FacilitiesCTP.html>

PROJECT INFORMATION

School District: _____
Community: _____
School Name: _____
Project Name: _____

CERTIFICATION

I hereby certify that this information is true and correct to the best of my knowledge, and that the application has been prepared under the direction of the district school board and is submitted in accordance with law.

Superintendent or Chief School Administrator Date

Question Highlights

- ▶ The application contains 9 sections with a total of 44 questions;
- ▶ Cover page contains identifying information and district certification;
- ▶ Sections 1 and 2 contain screening/eligibility questions that help the department categorize and screen individual projects;
 - Question 2f is calculated by the department based on information we have on file;
- ▶ Sections 3 through 8 are project related;
- ▶ Section 9 is preventive maintenance;
- ▶ Attachments checklist

Question Highlights

- ▶ Ten applications are scored, up to ten applications may be reused.
- ▶ Project Name
 - Project name should be consistent with project titles that are on the six-year capital improvement plan that has been approved by the district's school board.
- ▶ Certification
 - Must be signed & certified by the superintendent.

Question Highlights

Section 1-Category and Type

- ▶ Question 1 a – Type of funding requested
 - Grant or Debt Retirement (after July 1, 2020)
- ▶ Question 1 b – Primary purpose
- ▶ Question 1 c – Phases of project

Question Highlights

Section 1-Category and Type

- ▶ Question 1 b – Primary purpose
 - Select the primary purpose of the project you will be applying for:
 - Grant School Construction
 - Grant Major Maintenance
 - Debt (after July 1, 2020)
 - Review **Appendix A** in the instructions for clear descriptions of the available grant categories.

Question Highlights

Section 1-Category and Type

- ▶ Question 1 b – Primary Purpose (continued)
 - Major renovation projects in which the primary purpose is not protection of structure, code compliance, or achieving an operating cost savings do not qualify as maintenance projects;
 - Maintenance projects are those in which the primary purpose involves renewal, replacement, or consolidation of existing building systems or components;
 - Replacement of space is considered the same as new construction.

Question Highlights

Section 1-Category and Type

- ▶ Question 1 b – Primary Purpose (continued)
 - Category F projects include any work taking place on the school site (i.e.–playground, outdoor facilities, parking, site circulation);
 - If the project is mixed scope, only select one category;
 - The category selected should be the one in which most of the work will occur.

Question Highlights

Section 2 - Eligibility

- ▶ Question 2a – Six-Year Plan
 - Provide a complete six-year plan that includes the current year (project or projects submitted for funding) as well as anticipated CIP projects in years 2 through 6;
 - The six-year plan is a planning document for the department and required in statute.
 - Available on website at:
<http://education.alaska.gov/facilities/FacilitiesCIP.html>

Six-Year Plan

FY - ____ Capital Budget
Six-Year Capital Improvement Plan

District: _____ Date: _____ Page _____ of _____ Pages

| District Priority | Project Location and Description | Primary Purpose | Year for which funding is being requested | | | | | | Estimated Cost |
|----------------------|-------------------------------------|--------------------|---|----|----|----|----|----|----------------|
| | | | FY | FY | FY | FY | FY | FY | |
| 1 | | | | | | | | | \$ - |
| 2 | | | | | | | | | \$ - |
| 3 | | | | | | | | | \$ - |
| 4 | | | | | | | | | \$ - |
| 5 | | | | | | | | | \$ - |
| 6 | | | | | | | | | \$ - |

I hereby certify that the information presented is true and correct to the best of my knowledge.

Signed _____ Date _____
Superintendent

Submit with CIP Application

Form #05-11-068

Question Highlights

Section 2 - Eligibility

- ▶ Question 2d – A checkbox confirming the project is a capital improvement project vs. preventive maintenance (cost must also exceed \$25,000, ref. 4 AAC 31.900(21)).
 - Justification in project scope (question 3d)
- ▶ Question 2f – A note that districtwide replacement cost property insurance for the last five years will be gathered by the department from annual insurance certification and schedule of values.

Question Highlights

Section 3 – Project Information

- ▶ Question 3a – Project Ranking on Six-Year Capital Improvement Plan:
 - Requested projects need to appear in the first year of the district's six-year plan;
 - The project rank in the application should correspond with the project rank in the six-year plan. The department will make the determination if there is a discrepancy.

off the mark.com by Mark Parisi



© Mark Parisi, Permission required for use.

Question Highlights

Section 3 – Project Information

▶ Question 3b – Facilities

- List buildings or building portions that will be included in the scope of work (i.e. original or addition)
- Facility information can be found on the School Facility Information webpage on the DEED website:

<http://education.alaska.gov/facilities/>

- If you believe the DEED facility database to be inaccurate, contact the department.


State of Alaska

[myAlaska](#)
[My Government](#)
[Resident](#)
[Business in Alaska](#)
[Visiting Alaska](#)
[State Employees](#)



Alaska Department of
Education & Early Development

☒ EED Website
☐ State of Alaska

[HOME](#)
[PARENTS & STUDENTS](#)
[EDUCATORS & ADMINISTRATORS](#)
[DISTRICTS & SCHOOLS](#)
[ABOUT EED](#)

STATE OF ALASKA > EED > TLS > FACILITIES > SCHOOL FACILITY INFORMATION

Facilities

School Facility List for Gustavus

| Facility Number | Facility | Facility Type | Comments | Gross Square Footage | School District |
|-----------------|-------------------|-------------------------|----------|----------------------|-------------------------|
| 9003001 | Gustavus School | main school facility | | 10,196 | Chatham School District |
| 9003002 | Gymnasium | school related facility | | 6,970 | Chatham School District |
| 9016002 | Trailer Classroom | school related facility | | 896 | Chatham School District |

Website Information

- » State of Alaska Homepage

Contact Information

ALASKA DEPT. OF EDUCATION & EARLY DEVELOPMENT
801 West 10th Street, Suite 200
PO Box 110500
Juneau, AK 99811-0500
Telephone: (907) 465-2800
TTY/TTD: (907) 465-2815
Fax: (907) 465-4156

- » eed.webmaster@alaska.gov
- » Teaching & Learning Support Program Contacts
- » More . . .

District & Schools Info

- » Charter Schools
- » Correspondence Schools
- » Educational Organizations
- » Mt. Edgecumbe High School
- » Report Card to the Public
- » School Calendars
- » School Districts & Public Colleges

Department Links

- » Alaska State Council on the Arts
- » Assessments
- » Career & Technical Education
- » Child Nutrition Programs
- » Educational Technology
- » Forms & Grants
- » Libraries, Archives & Museums
- » No Child Left Behind
- » Postsecondary Education
- » Professional Teaching Practices Commission
- » Special Education
- » School Facilities
- » School Finance
- » State Board of Education & Early Development
- » Teacher Certification
- » Teaching & Learning Support



Alaska Department of

Education & Early Development



search

EED Website State of Alaska

HOME

PARENTS & STUDENTS

EDUCATORS & ADMINISTRATORS

DISTRICTS & SCHOOLS

ABOUT EED

STATE OF ALASKA > EED > TLS > FACILITIES > SCHOOL FACILITY INFORMATION

Facilities

School Facility List for Building List for Gustavus School

| Facility Number | Facility | Building Type | Category | Gross Square Footage | Year Constructed | Comments |
|-----------------|-----------------|---------------|------------------|----------------------|------------------|----------|
| 9003001 | Gustavus School | Permanent | Original | 10,196 | 1960 | |
| | | | Total GSF | 10,196 | | |

Website Information

- » State of Alaska Homepage

Contact Information

ALASKA DEPT. OF EDUCATION
& EARLY DEVELOPMENT

801 West 10th Street, Suite 200

PO Box 110500

Juneau, AK 99811-0500

Telephone: (907) 465-2800

TTY/TTD: (907) 465-2815

Fax: (907) 465-4156

- » eed.webmaster@alaska.gov

- » Teaching & Learning Support Program
Contacts

- » More...

District & Schools Info

- » Charter Schools
- » Correspondence Schools
- » Educational Organizations
- » Mt. Edgecumbe High School
- » Report Card to the Public
- » School Calendars
- » School Districts & Public Colleges

Department Links

- » Alaska State Council on the Arts
- » Assessments
- » Career & Technical Education
- » Child Nutrition Programs
- » Educational Technology
- » Forms & Grants
- » Libraries, Archives & Museums
- » No Child Left Behind
- » Postsecondary Education
- » Professional Teaching Practices
Commission
- » Special Education
- » School Facilities
- » School Finance
- » State Board of Education & Early
Development
- » Teacher Certification
- » Teaching & Learning Support

Question Highlights

Section 3 – Project Information

- ▶ Question 3d – Project Description/Scope
 - Prompts are provided to assist applicants with narrative completion.
 - Question 3d requires at least three areas of discussion: Project Description, Scope of Work, and Cost Estimate.
 - Detailed discussion of code deficiency/protection of structure/life safety issues addressed in Section 4.

Question Highlights

Section 3 – Project Information

► Question 3d – Project Description/Scope

- Project Description

Provide a detailed description of the *project* that answers questions such as:

- Which facility is impacted?
- How old is the facility?
- How old is the system/condition requiring capital improvement?
- Why is this a capital project and not preventive maintenance?
- Why is this project in the best interests of the district and the state?
- Is there additional narrative information that will support other application questions such as 1b: primary purpose of project?

Question Highlights

Section 3 – Project Information

▶ Question 3d – Project Description/Scope

- Scope of Work

Provide a detailed description of the *scope* that answers questions such as:

- What work items will be completed with this project?
- Are any work items already completed?
- What is the timeline of the project?
- Is there additional narrative information that will support other application questions such as 3c: facility status/transition plan, 3f: new site requirements?

Question Highlights

Section 3 – Project Information

► Question 3d – Project Description/Scope

- Cost Estimate

Provide a detailed description of the *cost estimate* that answers questions such as:

- What is the source of the construction cost estimate?
- What is the source of lump sum costs?
- Are there any assumptions?
- Is there additional narrative information that will support evaluation of the reasonableness of the cost estimate?

Question Highlights

Section 3 – Project Information

- ▶ Question 3e – Is the work partially or fully complete?
 - If the work is complete, evidence must be provided verifying that the project complies with 4 AAC 31.080 including documented evidence of the following:
 - Use of competitive sealed bids unless otherwise approved by the department in writing;
 - Minimum 21 day advertising period with at least three advertising dates;
 - Minimum 10 day bid protest period
 - Other documentation may be required depending on the type of project and method of procurement.

Question Highlights

Section 3 – Project Information

- ▶ Question 3e – continued
 - For projects under \$100,000:
 - Districts may use any **competitive** procurement methodology practicable;
 - The department will require a submittal of documentation showing contact of at least three offerors;

Question Highlights

Section 3 – Project Information

- ▶ Question 3e – continued
 - If a district uses in-house labor to complete a project, the district must receive approval from the department **in advance**; [4 AAC 31.080(a)]
 - A district cannot require or favor local hire when making a contractor selection, or entering into a construction contract. [4 AAC 31.080(f)]

Question Highlights

Section 3 – Project Information

- ▶ Question 3e – continued
 - For design fees exceeding \$50,000, district must use a competitive process that selects the most qualified offeror. [4 AAC 31.065(a)]
 - This includes projects that have selected a designer before application submittal
 - Cost is not considered a ‘qualification’



Rural electrification finally reaches Tarzan's neighborhood with unfortunate consequences.

Question Highlights

Section 4 – Code/Protection of Structure/Life Safety

- ▶ New application question
- ▶ Refer to instructions for comprehensive guide of question completion
- ▶ Provides an opportunity to describe in detail:
 - Severity of code deficiencies
 - Protection of structure issues
 - Life safety conditions

Question Highlights

Section 4 – Code/Protection of Structure/Life Safety

- ▶ Category descriptions
 - Code Deficiency–compliance with building codes; no threat to life safety;
 - Protection of Structure–unrepaired deficiencies leading to continued damage of existing facility;
 - Life Safety–unsafe conditions threatening health and life safety of building occupants.

Question Highlights

Section 5 – Requirements for Space to be Added/Replaced

- ▶ Questions 5a thru 5f – Attendance Areas/Average Daily Membership (ADM)
 - Only complete if requesting new or replacement space
 - Projects that add or replace space are categorized as school construction projects (categories A, B, F) ref. AS 14.11.135(6)(7)

Question Highlights

Section 5 – Requirements for Space to be Added/Replaced

- ▶ Question 5e,5f – Unhoused students
 - If a project proposes replacing or adding space:
 - District needs to provide ADM projections;
 - MS Excel tool is available on the department's website to estimate student population and amount of space a school may be eligible for;

Question Highlights

Section 5 – Requirements for Space to be Added/Replaced

- ▶ Question 5h – Alternative Facilities
 - Only answer if category A, B, or F project (school construction)
 - Do other facilities exist that could serve the needs of the district;
 - Provide alternative facility, location, reason it should not be considered;
 - Identify costs for making the facility useable (if possible);
 - This analysis is not restricted to the attendance area of the school in question.

Question Highlights

Section 5 – Requirements for Space to be Added/Replaced

- ▶ Question 5i – Type of space
 - Categories and examples are found in Appendix D
 - Category A – Instructional or resource
 - Category B – Support teaching
 - Category C – General support
 - Category D – Supplementary

5I. Project space utilization (Up to 30 points)

Completion of this table is **mandatory for all projects that add space or change existing space utilization**. If the project does not alter the configuration of the existing space, it is not necessary to complete this table. Use gross square feet for space entries in this table.

| Table 5.2 PROJECT SPACE EQUATION | | | | | | |
|---|-----------------------|--------------------------------|------------------------------|-------------------------------|------------------|------------------------------------|
| | A | I | II | III | IV | B |
| Space Utilization | Existing Space | Space to remain "as is" | Space to be Renovated | Space to be Demolished | New Space | Total Space upon Completion |
| Elem. Instructional/Resource | | | | | | |
| Sec. Instructional/Resource | | | | | | |
| Support Teaching | | | | | | |
| General Support | | | | | | |
| Supplementary | | | | | | |
| Total School Space | | | | | | |

Alaska Department of Education & Early Development
APPENDIX D: TYPE OF SPACE ADDED OR IMPROVED
Adopted by the Bond Reimbursement & Grant Review Committee
April 18, 1997

Category A - Instructional or Resource

Kindergarten
Elementary
General Use Classrooms
Secondary
Library/Media Center
Special Education
Bi-Cultural/Bilingual
Art
Science
Music/Drama
Journalism
Computer Lab/Technology Resource
Business Education
Home Economics
Gifted/Talented
Wood Shop
General Shop
Small Machine Repair Shop
Darkroom
Gym

Category B - Support Teaching

Counseling/Testing
Teacher Workroom
Teacher Offices
Educational Resource Storage
Time-Out Room
Parent Resource Room

Category C - General Support

Student Commons/Lunch Room
Auditorium
Pool
Weight Room
Multipurpose Room
Boys' Locker Room
Girls' Locker Room
Administration
Nurse
Conference Rooms
Community Schools/PTA Administration
Kitchen/Food Service
Student Store

Category D - Supplementary

Corridors/Vestibules/Entryways
Stairs/Elevators
Mechanical/Electrical
Passageways/Chaseways
Supply Storage & Receiving Areas
Restrooms/Toilets
Custodial
Other Special Remote Location Factors
Other Building Support

Question Highlights

Section 6 – Project Planning & Design

- ▶ Question 6a – Condition/Component Survey
 - Facility appraisal no longer scored.
 - Submit facility or component condition survey.
 - Condition survey score increased to 10 points;
 - Must have been completed within previous six years for full points;
 - Survey older than six years can receive partial points;
 - May be completed by an architect, engineer, or person with documented expertise in a building system.

Question Highlights

Section 6 – Project Planning & Design

- ▶ Question 6b – Planning/Concept Design
 - Checkboxes have been added to confirm planning/design level and to confirm attached documents;
 - Planning/concept documents include items listed in Appendix B of the instructions under Phase I.

Question Highlights

Section 6 – Project Planning & Design

- ▶ Questions 6c – Schematic Design
 - Schematic Design includes items listed in Appendix B of the instructions under Phase IIA.

- ▶ Questions 6d – Design Development
 - Design Development scoring reduced to 5 points;
 - Design Development includes items listed in Appendix B of the instructions under Phase IIB.

Question Highlights

Section 6 – Project Planning & Design

- ▶ Questions 6e – Planning Design Team
 - Identify the design consultant for the project;
 - Identify additional team members and provide qualifications.

7. COST ESTIMATE

7a. Cost estimate for total project cost (Up to 30 points) Complete the following tables using the Department of Education & Early Development's 14th Edition Cost Model or an equivalent cost estimate. Completion of the tables is mandatory.

Percentages are based on construction cost. See Appendix C for additional information. If your project exceeds the recommended percentages, you must provide a detailed justification for each item exceeding the percentage. The total of all additive percentages should not exceed 130%. If the additive percentages exceed 130%, a detailed explanation must be provided or the department will adjust the percentages to meet the individual and overall percentage guidelines.

| Table 7.1. TOTAL PROJECT COST ESTIMATE | | | | | |
|---|--|---|---|---|-----------------------------|
| Project Budget Category | Maximum % without justification | I Prior AS 14.11 Funding | II Current Project Request | III % of Total Construction Cost | IV Project Total |
| CM - By Consultant ¹ | 2 - 4% | | | | |
| Land ² | | | | | |
| Site Investigation ² | | | | | |
| Seismic Hazard ³ | | | | | |
| Design Services | 6 - 10% | | | | |
| Construction ⁴ | | | | | |
| Equipment & Technology ^{4,5} | up to 10% | | | | |
| District Administrative | | | | | |
| Overhead ⁶ | up to 9% | | | | |
| Art ⁷ | 0.5% or 1% | | | | |
| Project Contingency | 5% | | | | |
| Project Total | | | | | |

- Percentage is established by AS 14.11.020(c) for consultant contracts (Maximum allowed percentage by total project cost: \$0-\$500,000 - 4%; \$500,001 - \$5,000,000 - 3%; over \$5,000,000 - 2%).
- Include only if necessary for completion of this project. Amounts included for Land and Site Investigation costs need to be supported in the Project Description (Question 3d), and supporting documentation should be provided in the attachments.
- Costs associated with assessment, design, design review, and special construction inspection services associated with seismic hazard mitigation of a school facility. This amount needs to be provided by a design consultant, and should not be estimated based on project percentage.
- Attach detailed construction cost estimate and life cycle cost if project is new-in-lieu-of-renovation.
- Equipment and technology costs should be calculated based on the number of students to be served by the project. See the department's publication, Guidelines for School Equipment Purchases for calculation methodology (2005). The department will accept a 5% per year inflation rate (from the base year of 2005) added to the amounts provided in the Guideline. Technology is included with Equipment.
- Includes district/municipal/borough administrative costs necessary for the administration of this project; this budget line will also include any in-house construction management cost.
- Only required for renovation and construction projects over \$250,000 that require an Educational Specification (AS 35.27.020(d)).

Question Highlights

Section 7 – Cost Estimate

- ▶ Question 7a – Cost Estimate
 - Table 7.1 – complete construction amount first; percentages are based on construction cost
 - CM by consultant percentages limited by statute
 - Provide justification for percentages that exceed recommended amounts
 - Not all projects will require equipment or art expenses.
 - Submit actual cost information, if known, with backup (bids, contracts, invoices)



Program Demand Cost Model for Alaskan Schools

State of Alaska - Department of Education
Education Support Services / Facilities

13th Edition
2013

Question Highlights

Section 7 – Cost Estimate

Question 7a – Cost Estimate

- ▶ For planning level costs, use the DEED Cost Model
 - Current edition is the 14th Edition– April 2015–CIP 2017 Update (available on the department's website)
 - Renovation costs are based on building systems
 - Includes a geographic location factor
 - Prices and unit rates are based on early 2015 costs for materials, equipment, freight and labor
 - Escalation factors built in through 2017

Question Highlights

Section 7 – Cost Estimate

Question 7a – Cost Estimate (cont.)

► Cost Model (cont.)

- Non-construction items estimated on percentage of construction
- Site work and land need to be estimated separately for each project
- Seismic hazard costs need to be estimated by an appropriate licensed professional
- Project contingency: flat percentage
 - to accommodate unforeseen circumstances
- The percentage guidelines are only for estimating purposes

Question Highlights

Section 7 – Cost Estimate

Question 7a – Cost Estimate

- ▶ Table 7.2 – Complete Table 7.2
 - Do not overwrite or ignore
 - Supply all information requested
 - This information is used if DEED needs to adjust application costs

Alaska Department of Education & Early Development

Table 7.2 CONSTRUCTION COST ESTIMATE

| Construction Category | New Construction | | | Renovation | | |
|---|------------------|-----|-----------|------------|-----|-----------|
| | Cost | GSF | Unit Cost | Cost | GSF | Unit Cost |
| Base Building Construction ¹ | | | | | | |
| Special Requirements ² | | n/a | | | n/a | |
| Sitework and Utilities | | n/a | | | n/a | |
| General Requirements | | n/a | | | n/a | |
| Geographic Cost Factor | | n/a | | | n/a | |
| Size/Dollar Adj. Factor | | n/a | | | n/a | |
| Contingency | | n/a | | | n/a | |
| Escalation | | n/a | | | n/a | |
| Construction Total | | | | | | |

1. If using the Cost Model, Base Construction = Divisions (1.0+2.0) for new construction, and Division 11.00 for Renovation, otherwise, Base Construction = the total construction cost less the costs that correspond with other cost categories in the table.
2. Explain in detail and justify special requirements.

Question Highlights

Section 8 – Other Project Factors

- ▶ Question 8a – Emergency conditions
 - Checkbox to identify if project should be considered for emergency scoring
 - Checkbox to confirm whether an insurance claim was submitted
 - Identify why or why not in description
 - Emergency conditions at a glance
 - Select the checkboxes that best summarize the project
 - Refer to instructions for examples of each category

Question Highlights

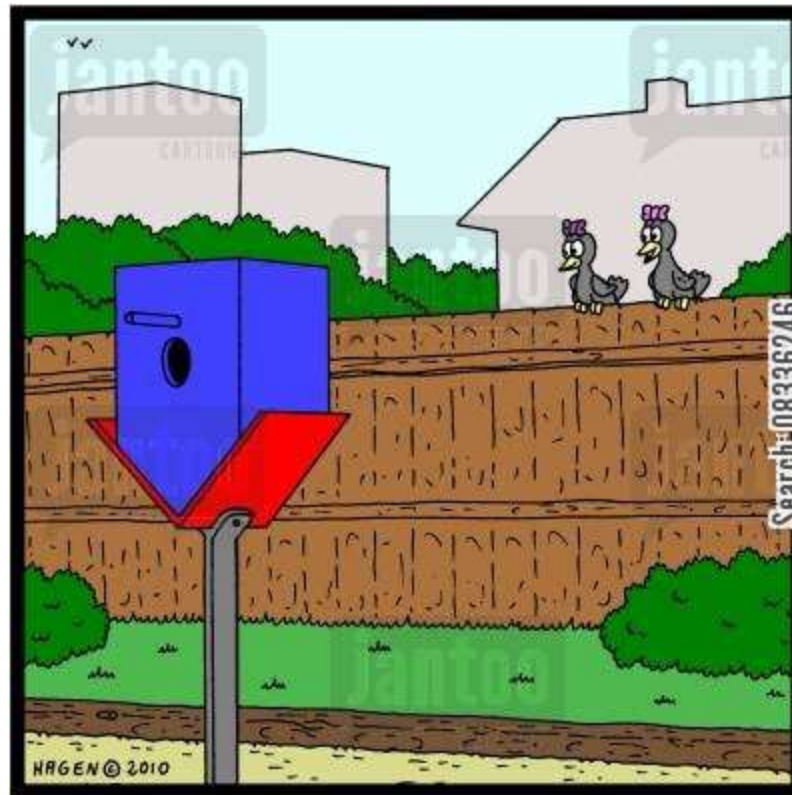
Section 8 – Other Project Factors

- ▶ Question 8a – Emergency (cont.)
 - Provide a complete description of the emergency including the following:
 - The nature of the emergency
 - The facility condition related to the emergency
 - The threat to students and staff
 - The consequences of continued utilization of the facility
 - The individuals or groups affected by the condition
 - What action the district has taken to mitigate the emergency conditions
 - The extent to which any portion of the project is eligible for insurance reimbursement or emergency funding from a state or federal agency

Question Highlights

Section 8 – Other Project Factors

- ▶ Question 8b – Inadequacies of space
 - Describe the quality of space
 - Environmental (lighting, temperature, noise, etc.)
 - Effect of quality on **educational** delivery
 - Identify the type of program housed by the space
 - Mandatory
 - Existing local
 - New local



Another DIY enthusiast methinks...

Question Highlights

Section 8 – Other Project Factors

- ▶ Question 8c – Other options considered
 - What options besides the proposed project were considered to address the problem
 - **Explain** why these options were not considered
 - When adding space, one option needs to address potential for boundary revisions
 - Explore options from Cost Benefit or Life Cycle Cost analyses

Question Highlights

Section 8 – Other Project Factors

- ▶ Question 8d – Annual operating cost savings
 - Numerically define the expected operational cost savings resulting from the proposed project.
 - Savings can include
 - Decreased time to perform maintenance tasks
 - Cost efficiencies resulting from proposed project
 - Increased life cycle of component or facility

Question Highlights

Section 8 – Other Project Factors

- ▶ Question 8e – Phased funding
 - Prior funding points are awarded for projects that have received funds appropriated by the legislature to the department and administered under AS 14.11 as partial funding for a project. No other fund sources apply, including debt retirement.
 - Provide assigned grant number of the prior funded project and reflect in column I of Table 7.1.

Question Highlights

Section 8 – Other Project Factors

- ▶ Question 8f – Participating Share Waiver
 - Only municipal districts with a full-value per ADM less than \$200,000 are eligible to apply for a waiver of participating share.
 - REAA's cannot apply for a waiver.

Question Highlights

Section 9 – Preventive Maintenance & Facility Management

- ▶ Section 9 – PM and Facility Management:
 - This covers the district's facility management and preventative maintenance programs.
 - Scoring for this item has both Formula-Driven and Evaluative components.
 - There are several assessment measures that will be discussed in further detail during the scoring presentation.
 - Ensure that management reports, sample work orders, training schedules and other required documentation is included with the CIP application.

Question Highlights

▶ Attachments Checklist

- Divided into 3 types of attachments:
 - Project Eligibility
 - District Eligibility
 - Project Description (application specific)
- Clearly identify all attachments being provided with the application.

Summary Questions & Answers

CAPITAL IMPROVEMENT PROJECT APPLICATION WORKSHOP FY 2017